



## Fire Risk Assessment





Nottingham Hackspace

Unit F6 BizSpace,

Roden House Business Centre,

Nottingham,

NG3 1JH

**Name of responsible person:**

Andrew Hood

Name of risk assessor: Mr Jack Crooks

Date of risk assessment: 28th of November 2017

Date of review: 28<sup>th</sup> of November 2018



## Terms & Conditions of this Fire Risk Assessment

This fire risk assessment of Nottingham Hackspace is carried out on behalf of Pace Fire in accordance with the requirements and recommendations laid down in the Regulatory Reform (fire safety) Order 2005 hereafter referred to as the RRO.

The assessment is based on the layout of the premises, structural features, number of employees / tenants and information supplied at the time and date of the inspection and identifies the significant findings affecting the fire safety of relevant persons within the premises. The assessment is non intrusive and is not intended to pass comment on the integrity of structural fire compartmentation.

The fire risk assessment is valid for 12 months from the above date and should be reviewed on a 12 monthly basis. Failure to have the assessment reviewed within 12 months of the above date by Pace Fire or any subsequent review undertaken by any other party than Pace Fire or one of its appointed agents will render this assessment invalid and no further responsibility whatsoever can be accepted for any loss, damage, injury or consequential or indirect loss.

The assessment must also be reviewed by Pace Fire if there any significant changes to the structure, layout of the premises, relevant persons, working practices or any other factor that may affect the safety from fire of any relevant person or occurrence of any fire on in the vicinity of the premise within the 12 month period following this assessment.

Any such changes or occurrences not notified to Pace Fire will invalidate this assessment. It is therefore recommended that Pace Fire are contacted for advice should any such occurrences occur or such changes be planned.

The responsible person will always remain responsible for the outcome of the fire risk assessment or its review.

The implementation of remedial action to rectify any findings is the responsibility of the the responsible person and no responsibility whatsoever will be accepted by Pace Fire for any loss, damage, injury or other liability arising from fire due to the failure to observe the safety recommendations and practices identified and recommended in our assessment.

Pace Fire limits is liability for any loss, damage, injury (or any consequential or indirect loss) arising from the performance of or failure by this company to perform any of its duties (whether or not such loss or damage or injury or consequential or indirect loss was due to the negligence of this company, its servants or agents or to any other cause whatsoever) to that determined by our professional indemnity insurance policy.



## **General Statement of Policy**

It is the policy of the Directors' / Owners' to provide all protection for all occupiers and users of the premises against injury or anything that might cause health problems within their premises.

The owners also give a high level of commitment to maintaining all health and safety requirements including all fire protection.

This commitment includes adherence to The Regulatory Reform (Fire Safety) Order 2005.

This Fire Risk Assessment is carried out on the understanding that it is an assessment of the risks identified at the time of the inspection and that circumstances may change subsequent to the date of inspection due to changes in use, structural work, staff changes and changes to work pattern etc.

The recommendations made to remove, reduce or compensate for identified risks are those perceived to be the most appropriate by the Risk Assessor. However, there may be other methods of achieving the desired improvement which may be more appropriate to the ongoing work processes and future work plans of the business.

THE ASSESSOR, THEREFORE, ACCEPTS NO LIABILITY FOR THE RECOMMEND IMPROVEMENT WORK OR FOR THE ASSESSMENT OF THE HAZARDS IDENTIFIED AT THE TIME OF SURVEY.



### **Details of premises**

Nottingham Hackspace premises consists of a unit on the first floor primarily made up of DIY work space, tools and machinery. There's a kitchen, toilets and office within the unit. The main building is of brick construction with a slate roof. The premises are heated by plug in fan heaters.





The premises could have a maximum of 50 members / visitors at any one time.

The visitors are at a greater risk and may need additional help in evacuating the building in an emergency due to them not knowing the layout of the building or require physical help. However visitors must be accompanied by a member that would have a good understanding of the layout of the premises. Also there may be children in the unit, again they must be accompanied by a member. As the unit is open 24/7 to members there may be times when a member is the only person in the unit and is lone working.



## **Fire prevention arrangements**

Combustible materials throughout the buildings are stored and isolated appropriately away from ignition sources. (Low Risk)



The work areas were free from combustible materials at the time of the assessment. (Low Risk)





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Electrical sockets at the premises did not seem to be in good working order and were overloaded. Extension leads plugged into extension leads for example. (High Risk)



PAT Testing has not been carried at regular intervals. (High Risk)





A five year electrical test has not been carried out. (High Risk)

Radiant heaters are fixed in a position away from combustible materials. (Low Risk)

The premises were free from combustible waste materials and rubbish. (Low Risk)

No smoking policies for inside the building, members that wish to smoke are advised to go to outside and leave the premises.

There may be naked flames in the unit with welding a common practice in the unit

Fuel sources are as typical for workshop areas and are not under the control of the director / responsible person. Cylinders or highly flammables in the building are kept in isolation.

There are no fuel loadings of any sort within the work areas and escape routes. However these are separated from the main staircases by a good half hour fire resisting self closing door.

There are two staircases from the first floor, this could promote the spread of fire and smoke from below floors throughout the building. However, there are good half hour



fire resisting doors from each office entrance / exits to the staircases.

There is a medium to high fire risk in the unit due to it being used as a DIY workshop.

The provision for a full fire alarm system with smoke and heat detectors and manual call points throughout all areas of the building, will give a very early warning of a fire starting within the building and alert members in order that they may escape. The fire alarm system only covers the communal areas of the building and not the unit itself.

However, the members on the first floor have only two staircases down to ground floor and are reliant on the fire resisting, self closing doors to the workshop area being kept in good condition.



These doors are fitted with self closing mechanism to ensure they are kept shut at all times.



The storage of waste materials outside the building is adequately controlled to prevent the risk of arson or accidental ignition with the use of wheelie bins. (Low Risk)



# Pace Fire

One area of concern was the spray painting booth. At the time of the assessment there were insufficient tests that had taken place to ensure the practicality and safety of the booth. The extraction system has not been tested to ensure that the system is adequately extracting the paint fumes. This could lead to a buildup of fumes and be a potential fire hazard. Also in the booth there are pull light switches, plugs and a fan heater that could act as an ignition source. I would strongly recommend the booth is not used until appropriate tests have been carried out to ensure that it is safe to use.





### **Fire protection arrangements**

There is an automatic fire detection system in place with the use of heat and smoke detectors linked to a fire alarm panel. There are also manual call points located throughout the communal areas of the building for the alarm to be raised if needed. There are no automatic fire detectors within the unit.

Nottingham hackspace are not responsible for the upkeep and maintenance of the fire alarm system. However I would recommend the use of domestic interlinked smoke detectors in the workshop, to give members an early indication of fire within the workshop itself.



### **Means of escape**

All passageways and corridors, which form part of an escape route, were free from obstructions and combustible materials at the time of the assessment. The premises were clean and tidy.

All final exit doors could be easily and immediately opened from the inside. Final exit doors have fittings that allow for a quick and easy escape. The premises are provided with sufficient lighting, in all circumstances, to allow for safe evacuation. Emergency lighting is positioned throughout the communal area of the premises. Emergency lighting is not the responsibility of Nottingham Hackspace.

All final exit doors and escapes routes are clearly and correctly signed with the running man.

All final exit doors lead to a place of relative safety.





### **Means for fighting fire**

At the time of the assessment there were sufficient numbers of suitable fire extinguishers provided at each level and in the kitchens. However some extinguishers were not correctly wall mounted with correct signage denoting their type and usage.

All fire extinguishers were easily accessible and not blocked.

The fire extinguishers have been serviced by Pace Fire.

There are no other means for fighting fire on the premises.



### **Emergency procedures and arrangements**

The emergency evacuation procedures are not written down in the form of Fire Action Notices. These should be located throughout the unit.

The procedure in place for accounting for people during an emergency evacuation would be reliant on members being aware of who is in the building with them.

There is an assembly point situated well away from the building and is identified with a sign.



### **Staff training**

Staff or member training would not be required due to these people not being employed by Nottingham Hackspace. Therefore basic fire awareness should be communicated to members upon signing up.



### **Action planning**

Action required	Date to be actioned by	Date of completion	Further details
Ensure fire extinguishers are maintained annually. Also correctly mounted and with signage.	Serviced November 2018. Wall mounted with signs by 28/02/2018		
Ensure the 5 year electrical test is carried out.	28/02/2018		
Ensure members are aware of the fire safety provisions and emergency procedures.	28/02/2018		
Use of a fire log book to keep a record of tests.	28/02/2018		



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All findings and changes as a result of the assessment should be communicated to members.	28/02/2018		
Ensure PAT testing is carried out accordingly.	28/02/2018		
Commence monthly checks of all escape route, signs and exit doors. Also monthly checks of self closing fire doors and record in the fire log book.	Ongoing		



# Pace Fire

Ensure spray booth has the correct tests for extraction and gain advice on its practicality.	28/02/2018		
Have a procedure in place for ensuring new members are aware of fire procedures.	Ongoing		
Implement a systems where members sign in and out so that there is a record of who is in the building.	Recommendation		
Have domestic interlinked smoke detectors throughout the unit.	28/02/2018		





Install Fire Action Notices within the unit.	28/02/2018		
Ensure electrical sockets are not overloaded.	28/02/2018		

Remember the fire risk assessment is a continuous process. It must be monitored and audited as changes to your premises are made. New and existing control measures should be maintained to make sure they are still working effectively. All findings were correct and accurate as of 28th of November 2017.



## Prepare your emergency plan

Does your emergency plan identify:	Yes	No	N/A
The actions to take on discovering a fire?			
Who is responsible for calling the fire brigade?			
The actions to take upon hearing the alarm?			
Location of escape routes and any specific requirements for their use?			
Arrangements for fighting the fire?			
The location of the assembly point?			
Routines and responsibilities for turning off non – essential equipment?			
Routines and responsibilities for isolating gas and other fuel supplies?			
Arrangements for evacuation of people especially at risk such as young people, lone workers or those with disabilities?			
Who is responsible for checking the building is evacuated and detail relevant procedures including those for staff, visitors and members of the public?			
Who will greet the fire brigade when they arrive?			
Who will ensure the building is secure and that no one returns to the building until the all clear is given by the fire brigade?			
If you have fire wardens, who are they and is their training up to date?			



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